

**Secondary CTE Director Annual Checklist – By Due Date  
July 1, 2017 – June 30, 2018**

<b>Item or Activity</b>	<b>Due Date</b>	<b>Contact</b>	<b>Submission Method</b>	<b>Y</b>
• Skill Certification Advisory Meeting (by assignment)	August 29	Greg	N/A	
• State Summer Agriculture Program – Report	August 31	Buddy	Email	
• WPU Review for CTE Membership Reports	September	Sarah, Wendi	Email	
• Pay BATC Invoice for Statewide CTSO Costs (1%)	September	Sarah		
• CTE Membership Audits and Monitoring	Sept – Feb	Wendi, Sarah, Jeff		
• CTE Directors Meeting	September 12	Thalea, Andrea		
• New Director Basic Training Series#1	September 12	Wendi, Laura		
• Program Approval - Online evaluation	September 30	Laura	Data Gateway	
• CTE Director Financial Training (one day)	September 28	Wendi, Diane		
• CTSO Advisory Meeting (by assignment)	TBD	Thalea		
• State Comp Guidance - School Counselor FTE Assignments in CACTUS	October 1	Lillian	CACTUS	
• Data Discrepancy Reports	October 15 – June 30	Wendi, Jeff,	Data Gateway, Email	
• Non-Traditional District Grants (when available)	TBD	Travis		
• CTE Consortium Meeting (By Assignment)	October 11	Thalea, Andrea		
• Enter or Update Teacher Assignments in CACTUS	November 1	Educator Licensing	CACTUS	
• CTE Directors Meeting	November 15	Thalea, Andrea		
• New Director Basic Training Series#2	November 15	Wendi, Laura		
• CTSO Membership - Preliminary report	Dec 1 <sup>st</sup> & March 1 <sup>st</sup>	TBD	Email, website	
• Secondary Perkins Data Quality Institute - webinar	January 19, 2017 10:00am -12:00pm	Wendi, Jeff	Adobe Connect	
• CTE Consortium Meeting (By Assignment)	January 10	Thalea, Andrea		

• Perkins Data Review Report	January 30	Wendi	TBD	
• CTE Directors Meeting	February 1	Thalea, Andrea		
• New Director Basic Training Series#3	February 1	Wendi, Laura		
• Skill Certification Advisory Meetings (1 director per region)	March 20	Greg		
• Data Gateway Training	TBD	Wendi, TC, Jeff		
• CTE Consortium Meeting (By Assignment)	March 21	Thalea, Andrea		
• CTSO Advisory Meeting (By assignment)	April -TBD	Thalea,		
• CTE Directors Meeting	April 18	Thalea, Andrea		
• New Director Basic Training Series#4	April 18	Wendi, Brian		
• CTE Membership Reports - Preliminary Data Uploads	April - May	Jeff McDonald		
• State Summer Agriculture Program Application	May	Buddy	Email	
• State Comp Guidance - CCGP Performance Reviews	May 1	Holly	Email	
• State Comp Guidance - CCGP Self-Evaluation	May 1	Holly	Survey Monkey	
• State Comp Guidance - School Counselor Ratio Plan (if needed)	May 1	Holly	Email	
• CTE Consortium Meeting (By Assignment)	May 16	Thalea, Andrea		
• Federal Perkins – Local Plan or Update	June 1	Wendi, TBD	TBD	
• Federal Region Pathway Implementation Plan	June 1	Laura, Tracy	TBD	
• College & Career Awareness Application for Funding and Proposed Budget	June 1	Ashley	PDF Form	
• College & Career Awareness End of Year Summary Report for Previous Year	June 1	Ashley	Email	
• Work-Based Learning Application, Action Plan, Accountability and Checklist	June 1	Travis	SharePoint	
• State Comp Guidance - CCGP RFP Applications	June 1	Holly	SharePoint, charters by email	

• State Comp Guidance - CCGP Data Projects	June 1	Holly	MOVEit	
• Federal Perkins Budgets and FAUPLs	June 1	Wendi, Jeff	TBD	
• Verify School Days table for CTE Membership Reports	June 1	Jeff, TBD		
• CTE Consortium Meeting (By Assignment)	June TBD	Thalea, Andrea		
• CTSO Membership - Final report	June 15	TBD	website	
• CACTUS Data Final Changes	June 28@ 10:00am	Educator Licensing		
• Federal Grant Requests for Reimbursement for Prior Year	Quarterly	Wendi, TBD	Website	
• Federal Grant Requests for Reimbursement for Prior Year	Final Request in July	Wendi, TBD	Website	
• CTE Membership Reports - Final Clearinghouse Upload	1 <sup>st</sup> week July	Jeff McDonald	Utrex	
• Fiscal Monitoring	All year	Wendi, Diane, TBD		
• Leadership & Development Project Applications & Budgets	All year	Wendi, TBD	Website	
• Program Approval - On Site evaluation	Every 3 years	Laura		
o Evaluation response from district	Every 3 years	Laura	Email	
o Follow up monitoring with specialists	Every 3 years	Specialists		